

# Code of Conduct

## STATEMENT OF VALUES

The Executive Council has adopted the CFT Code of Conduct which prohibits discriminatory, harassing or otherwise unacceptable behavior in the workplace and at any CFT activity, event or meeting, even if the conduct has not risen to a violation of law.

The CFT is a democratic organization that values open and vigorous discussion of the issues facing the CFT, our members, working people and the labor movement. The Code of Conduct is not intended to restrict free and open debate, but rather is intended to ensure a positive and respectful environment that is free of discrimination and harassment, regardless of an individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law. We ask all meeting participants to conduct themselves consistent with the values of equity and equality.

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## CODE OF CONDUCT

### PURPOSE

The CFT is committed to providing a positive and respectful environment that is free of discrimination and harassment, regardless of an individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law. As such, the CFT will not tolerate discriminatory, harassing or otherwise unacceptable behavior in the workplace or at any of its activities, events or meetings, even if the conduct has not risen to the level of a violation of law. The CFT expects everyone in the workplace and those who participate in any of its activities, events or meetings to abide by this Code of Conduct.

### DEFINITIONS

#### A. Discrimination

Discrimination against an individual because of a person's individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law is illegal discrimination.

#### B. Harassment

Harassment is a form of discrimination that can take many forms, including physical contact, verbal comments, written communications or other unwelcome conduct. It may include, but is not limited to, actions such as the use of epithets, slurs, negative stereotyping, jokes or threatening, intimidating or hostile acts that relate to sex, race, age, disability or other protected categories.

Harassment may also include written or graphic material that denigrates or shows hostility toward an individual or group based on protected characteristics, whether that material is sent by email or placed on walls, bulletin boards, computer screens or other devices, or elsewhere on the premises of the activity, event or meeting.

### **C. Sexual Harassment**

Sexual harassment is a form of sex discrimination. It can take many forms, including physical contact, verbal comments, written communications or other conduct. Sexual harassment does not have to be sexual in nature; non-sexual contact, comments or conduct can still — depending on the circumstances — create an intimidating, offensive or harassing and discriminatory environment or experience.

### **EXPECTED BEHAVIOR**

The CFT is a democratic organization that values open and vigorous discussion of the issues facing the CFT, our members, working people and the labor movement. This Code of Conduct is not intended to restrict free and open debate, but rather is concerned with preventing unacceptable behavior.

The CFT expects everyone who is in, or enters the workplace, including vendors, consultants, and all participants in CFT activities, events, or meetings to conform to the following Code of Conduct:

- Respect others and their views.
- Recognize and value individual differences.
- Do not engage in aggressive, bullying or intimidating behavior.
- Do not engage in discriminatory or harassing behavior

### **IF SUBJECT TO UNACCEPTABLE BEHAVIOR**

Prior to the start of CFT activities, events or meetings with non-staff participants (affiliate leaders, staff or members; partner organizations; employer representatives; public officials etc.) attendees will be informed of the Code of Conduct, and the CFT designee to whom complaints may be directed will be identified for all attendees.

If you are subject to what you believe is unacceptable behavior under this Code of Conduct, or witness such behavior, please inform the CFT designee immediately. If that person is not available, you may inform any other CFT manager or officer, who will work with the CFT designee to respond to the complaint.

The CFT takes these complaints seriously and may, at its discretion, take action that it deems appropriate upon assessing the situation. Possible responses may include a warning to or expulsion of the alleged offender from the CFT activity, event or meeting. Additionally, where appropriate, the CFT may inform the alleged offender's affiliate, or employing entity of the offending behavior and complaint, or initiate disciplinary proceedings for those who hold a position subject to discipline by the CFT. If needed, or requested, a CFT designee will help complainants contact security or local law enforcement, provide escorts or otherwise assist complainants experiencing unacceptable behavior to feel safe for the duration of the activity, event or meeting.

Any complaint brought to the CFT's attention will be treated confidentially to the extent possible to properly assess the situation. The CFT will take all appropriate steps to ensure that the complainant is no longer subject to the unacceptable behavior.

The CFT will not tolerate retaliation against any individual who complains of unacceptable behavior under this Code of Conduct. The CFT will take every step necessary and appropriate to ensure that retaliation does not occur, and if it believes that retaliation has occurred, the CFT will take immediate action to stop the retaliation.

## IMPLEMENTATION GUIDELINES

On January 29, 2020, the CFT Executive Council approved the Code of Conduct, which prohibits discriminatory, harassing or otherwise unacceptable behavior in the workplace and at any CFT-sponsored activity, event or meeting, even if the conduct has not risen to the level of a violation of law.

The Code of Conduct is not intended to restrict free and open debate, but rather is intended to ensure a positive and respectful environment that is free of discrimination and harassment.

Implementing the Code of Conduct is about maintaining an environment that enables leaders, members, staff and other participants to make their best contributions. Intentionally making the Code part of how we conduct our business will reinforce the values enshrined therein.

The Code of Conduct will be incorporated into all CFT-sponsored activities, events and meetings with affiliates, external guests or outside organizations. This means the following:

- The **Code of Conduct** should be included in the printed materials for the meeting or the link provided when materials are distributed digitally.
- The **Statement of Values** should be displayed at meeting registration and be made available for participants, either as a stand-alone handout or incorporated into other printed meeting materials.
- In order to ensure implementation, each meeting or event will require the designation of a **Code of Conduct Manager** for each meeting.
- The following **Meeting Script** should be read to all attendees at the beginning of the meeting or event:

The CFT Executive Council has adopted the CFT Code of Conduct, which prohibits discriminatory, harassing or otherwise unacceptable behavior in the workplace and at any CFT activity, event or meeting, even if the conduct has not risen to the level of a violation of law.

The CFT is committed to providing a positive and respectful environment that is free of discrimination and harassment, regardless of an individual's race, ethnicity, religious creed, color, sex, age, national origin, sexual orientation, physical disability, mental disability, medical condition, genetic information, gender identity or expression, ancestry, pregnancy, marital status, veteran status, or any other characteristic protected by law. We ask all meeting participants to conduct themselves consistent with the values of equity and equality.

*[I or Name]* \_\_\_\_\_ is/am the designated point person for anyone who thinks they have experienced discriminatory, harassing or otherwise unacceptable behavior at this *[name of event]* \_\_\_\_\_. I urge you to contact the *[Me or Name]* \_\_\_\_\_ if you have any concerns. If you are unable to reach *[Me or Name]* \_\_\_\_\_, you may notify one of the following: the CFT Controller or the CFT Executive Director.

- All documents listed above can be found at [www.cft.org/code-of-conduct](http://www.cft.org/code-of-conduct).